



**Housatonic Community College**

**Operations Assistant (HR/Payroll)**

CCP 13, 12-Month, Tenure-track position  
Full-Time (35 hours per week)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!**

<b>Open To:</b>	The Public
<b>Location:</b>	Housatonic Community College, Bridgeport, CT
<b>Annual Salary:</b>	\$43,039.00 approximate annual salary with full benefits package.
<b>Closing Date:</b>	Application materials must be <b>RECEIVED</b> on or before <b>August 14, 2016</b> .
<b>Substitution Allowed:</b>	Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
<b>Anticipated Start Date:</b>	September 2016
<b>Minimum Qualifications:</b>	<p>Associate's degree in an appropriately related field together with one to three years of related experience. The successful candidate will have demonstrated knowledge, skills, and abilities in the following areas:</p> <ul style="list-style-type: none"><li>• Payroll practices and methods, time and attendance, and employee benefits;</li><li>• Worker's compensation, unemployment, and OSHA;</li><li>• Experience with employment verifications and payroll audits;</li><li>• Experience using computerized systems for processing, preserving and reporting of employee information and strong information technology literacy skills;</li><li>• Preparing and interpreting analytical reports using tools such as the Microsoft Office Suite, PeopleSoft, and other PC based reporting packages;</li><li>• Working collaboratively with and providing payroll assistance to faculty, administrators, staff, students and the public; and</li><li>• Strong communication and interpersonal skills.</li></ul>
<b>Preferred Qualifications:</b>	Experience working with Core-CT. Experience working in a college environment.
<b>Responsibilities:</b>	This position is responsible for supporting the College's payroll services through effective performance in these essential functional areas: payroll administration, payroll audits, benefits compliance and payments, and contract compliance. The Operations Assistant may also perform other related duties as assigned consistent with the general scope of the position. S/he will be required to serve on assigned committees and/or task forces and attend and participate at convocation and commencement ceremonies, department and special meetings, and state-mandated trainings, which may include evening and weekend hours.
<b>Application Instructions:</b>	Submit a <b>letter of interest, current resume, and completed (typed) <a href="#">ConnSCU Board of Regents Employment Application</a></b> * to:  Human Resources Department Operations Assistant (HR/Payroll) Search Housatonic Community College 900 Lafayette Boulevard Bridgeport, CT 06604, or  Apply through the HCC Careers Portal by clicking <a href="#">here</a> .

**INCOMPLETE  
APPLICATION  
MATERIALS WILL NOT  
BE ACCEPTED.**

\*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

**All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.**

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.